

**Social Security Administration, Office of the Inspector General,  
Office of the Counsel to the Inspector General**

**LAW CLERK/INTERN PROGRAM**

**POSITION ANNOUNCEMENT**

**Volunteer Law Clerk/Intern Positions Available**

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The Office of the Counsel to the Inspector General (OCIG) at the Social Security Administration (SSA) provides comprehensive legal advice and representation supporting the Office of the Inspector General's (OIG) mission to prevent and detect fraud, waste, and abuse in SSA's programs and operations. OCIG also administers the Civil Monetary Penalty (CMP) Program, including the proposed imposition of penalties and assessments and the settlement and litigation of CMP cases. OCIG attorneys occasionally accept appointments as Special Assistant United States Attorneys to litigate such matters. OCIG also provides advice and support to OIG staff regarding personnel matters, including the litigation of such cases before the Merit Systems Protection Board and the Equal Employment Opportunity Commission.

**MAILING LOCATION:**

Social Security Administration  
Office of the Inspector General, OCIG  
3-ME-1, 6401 Security Boulevard  
Baltimore, MD 21235

**QUALIFICATIONS:**

Completion of at least one year of law school and interest in public service. Desirable coursework includes: administrative law; employment law; evidence; advanced criminal law; advanced contract law; government contracts law; and litigation seminars/courses. Superior academic credentials, law review, and/or moot court experience preferred.

**DATE POSITIONS ARE AVAILABLE:**

Fall 2012, Spring 2013 and Summer 2013 semester appointments available – Student appointments will be on a semester-by-semester basis, with a required minimum commitment of eight weeks during each semester of participation. OCIG is currently interviewing for appointments for the Fall 2012 semester. Preference will be given to applicants who can commit to a two-day, 16-hour work week.

**DUTIES:**

Assist OCIG attorneys and staff in developing and preparing cases for filing and providing continuing support for ongoing litigation. Responsibilities typically include conducting legal research, drafting motions, discovery, and memoranda of law on a variety of fraud, employment, contract, audit, and other issues. OCIG handles cases covering a broad spectrum of issues, including the *Freedom of Information Act* (FOIA), the *Privacy Act*, employee performance and misconduct, and civil monetary penalties authorized under §§ 1129 and 1140 of the *Social Security Act*. An internship with the OIG provides an outstanding opportunity to work on novel issues of Federal law, gain practical experience, and explore the possibility of a legal career with the Federal Government.

**NUMBER OF POSITIONS AVAILABLE:**

OCIG anticipates selecting up to 3 volunteer Law Clerk/Interns per semester.

**SALARY:**

Volunteer (without compensation), but the selectee may apply for law school academic credit, with OCIG assistance and support.

**APPLICATION PROCEDURES:**

Application package should include: a cover letter with your hours/schedule availability and a statement of your interest in public service; a resume, a law school transcript (official or unofficial); and at least one employment reference. If you seek law school credit for the internship, please indicate that fact in your cover letter. Submit applications electronically to David Rodriguez at [david.rodriquez@ssa.gov](mailto:david.rodriquez@ssa.gov). Please direct questions to David Rodriguez via e-mail or phone at: (410) 965-3498.

**APPLICATION DEADLINE:**

Internship applications for the Fall semester are being accepted until 5:00pm, Tuesday, July 31, 2012. Interviews will be conducted and selections will be made as soon as possible. Application dates for subsequent semesters (i.e. Spring 2013 and Summer 2013) will be posted at an appropriate time.

**NOTIFICATION:**

Applications will be acknowledged by e-mail upon receipt. Applicants may be contacted if additional information is needed or to schedule an interview.

**OTHER REQUIREMENTS:**

Candidates must successfully complete Federal Government security and suitability clearance requirements prior to appointment.

**WEBSITE:**

<http://oig.ssa.gov>.

**The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.**